

No. 1.

DEPARTMENT OF INLAND REVENUE.



OFFICIAL LIST OF BLANK FORMS, BOOKS, LICENSES
STAMPS, ENVELOPES, &c.

1896.



OTTAWA :
GOVERNMENT PRINTING BUREAU.
1896.

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INSTRUCTIONS.

SUPERSEDING ALL PREVIOUS ISSUES.

1. Requisitions for stationery, forms, and supplies of any kind are to be made on the printed forms issued for that purpose, and are not to be included in letters.

2. A separate requisition on Form No. 2 is required for articles to be supplied from the Government Stationery Office, viz., such goods as are usually found in a stationer's shop. Any article or form bearing the Department imprint is not to be classed as stationery.

3. When the articles asked for require the special sanction of the Commissioner a letter of explanation may be desirable, and in such cases, both the letter and requisition must be sent through the District Inspector. When a requisition has been so forwarded the local number thereof should be referred to in the next requisition.

4. Requisitions for furniture must *in all cases* be accompanied by a letter, and forwarded as above.

5. Applications for fuel should be made by letter to the District Inspector, not later than 15th August in each year, stating the kind of fuel required, with an estimate of quantity. No fuel is to be purchased without such authority.

6. Requisitions should clearly state the quantities of the articles required, (*which, in the case of forms, should correspond with the usual packages, as indicated by the labels thereon and quoted in margin of Official list*) and correctly quote the index letter, number and description of each form as given in the official list of forms. Requisition should state whether *long* or *short* forms are required, if they are issued in two sizes.

7. In asking for envelopes the small **e** is used to indicate those of letter or note size, and the capital **E** those of larger size. The colour should be stated.

8. Many of the principal books are made in various sizes to suit the requirements of the service, therefore requisitions for such books should state the number of pages or folios required, as per margin of list.

9. Requisitions for K 10 b should name the out-office to which it is to be sent, and the same rule applies to all supplies for the use of out-offices. Receipts for such supplies should not be signed until acknowledged by the officer receiving them.

10. In asking for Cheque Books, the number of cheques required for use in one year should be stated.

11. Requisitions for Stationery *must be specific* in describing the details of articles required, for instance:—

a. PENS.—Name the pen and give the maker's name and No.

b. BLANK BOOKS.—Give size of page, number of leaves or pages, and describe ruling and binding required.

c. ELASTIC BANDS.—Describe these as per labels on the boxes, giving maker's name, sizes and quantity in box.

d. Be equally particular in describing the sizes and kind of PAPER required ruled or plain, cut or uncut.

e. ENVELOPES.—Size, kind and quantity in hundreds or parts of hundreds.

f. LEAD PENCILS.—Maker's name and grade No. or letters; also size and colour of leads for automatic pencils.

g. The same care must be taken in describing all other articles asked for.

h. The Stationery Office does not send ink and mucilage by mail; these may be purchased on Contingent Account.

i. Requisitions lacking in any of the necessary details will be returned for correction, and in this case *the same requisition* must be returned corrected, unless a duplicate is asked for. A requisition or receipt returned for correction or explanation should be treated as correspondence, and the reply written separately, not on the form, and mailed in *e.* 2. See Circular G. 335, following.

j. Requisitions are liable to rejection for excessive quantities, too frequent demands, fancy or costly items.

k. In asking for non-perishable or long wearing articles such as knives, inkstands, pencil cases, &c., former supplies must be accounted for.

l. It should be borne in mind that the Stationery Office is closed during the last ten days of the months of June and December in each year.

12. There are two forms of requisition book issued by the Department.

13. Form No. 2 for requisitions on the Clerk of Supplies and on the Department of Public Printing and Stationery, to be mailed in small blue envelope *e.* 6. Receipt form No. 2 *b.*

14. Form No. 27 *a* for requisitions on Stamp Clerk, to be mailed in small buff envelope *e.* 13. Receipt form No. 27 *b.*

15. THE CLERK OF SUPPLIES furnishes the following items :—Official Books and Forms as indexed in this list, Departmental Circulars, Reports and Pamphlets, Copies of Acts of Parliament, Official-headed paper and pads, and all Departmental printed forms not included in the Official list; Roller Stamps, Steel Dies and Cutting Rollers for Tobacco and Cigars; Dating Stamps, Pads, &c., and repairs to the same.

16. The Government Stationery Office issues supplies subject to the following conditions :—

a. The Secretary of State is authorized to prepare a list of all articles to be kept in stock and furnished to the Departments upon ordinary requisitions, such list to be subject to the final revision and approval of the Governor in Council.

b. So soon as such list has been so settled and approved, and printed and distributed to the several Departments, all ordinary requisitions upon the Stationery Office shall be issued for those articles only that are therein enumerated.

c. No articles shall be added to such list thereafter, except upon the reports of the Secretary of State, approved by the Governor in Council.

d. No plain paper or envelopes, such as are used for ordinary correspondence, shall be asked for by any ordinary requisitions, or issued upon the same for private use of the employés in any Department, except in the case of Deputy Heads.

e. No paper or envelopes for correspondence bearing relief stamp, cameo, or embossed work or devices, either lithographed or engraved, shall be kept in stock or supplied, except for the use of Ministers or Deputy Ministers, the Governor General's Secretary, the Speakers and Members of the two Houses of Parliament, and the Judges of the Supreme and Exchequer Courts, the Clerk and law Clerk of the Senate, the Clerk and Law Clerk of the House of Commons, and the Librarians of Parliament.

f. No pocket knives or pocket books shall be kept in stock or supplied to any Department except upon special requisitions, stating the names and employment of the persons for whose use they are to be procured.

g. No despatch boxes or brief bags shall be issued for the use of the members of any Government Commission.

h. All requisitions issued under rules *e.* and *f.*, or for articles not on the general list (and therefore not procurable upon ordinary requisitions) shall be

signed by the Deputy Minister and approved and initialled by the Minister of the Department or the Clerk and Speaker of each House of Parliament.

17 *a.* THE STAMP CLERK issues the following supplies:—Tobacco and Cigar Stamps, in asking for which the colour should be given; Bonded Removal permit Stamps, Weights and Measures, Gas and Electric Light Inspection Stamps; Blue Bottling and Miniature Labels, Red Flask Labels and Green Jug Labels, Blue and Red Oil Can Labels, Locks and Seals for Warehouses, Distilleries, &c.; Apparatus, Instruments of Precision with accompanying Table Books, Gas Meter Seals, Instruments, Tools, Brands, Steel Punches, Letters and Numerals for W. & M. Service; Chemical Supplies, including Standard Candles.

b. A requisition for thermometers should distinctly state the kind required and the purpose for which they are to be used.

c. On receipt of stamps, a receipt on the forms provided for such purpose must be immediately forwarded to the Department, in envelope *e.* 13.

18. The Department issues the following Locks, viz.:—

a. Iron "Holdfasts" W. H. Locks, in set of 5 with one key.

b. Brass "Champion" " " " 12, one key to each lock, and a master-key for the set.

c. Brass Label Locks, in sets of 12, 50, 75 and 150, one key to each set.

d. Brass Seals.

e. In asking for Locks and Seals the kind required should be distinctly named and the set specified.

f. A set can also be made up from different sets, and arranged as required for local purposes.

g. The Index letter or number of the locks issued, as given on the receipt form sent therewith, should be copied on the stub of requisition book, to be used in making up annual return on G. 10.

h. Similar details of Instruments, &c., should be noted on stub for making up return G. 10 *b.*

19. The items asked for should be arranged in alphabetical order as per this List, with all Index letters and numbers, whether of books, forms or stationery, *in the first column*, and only one item should be placed on a line. This can best be done by filling the stub first, and re-arranging the items when filling the requisition. Numbered forms should be asked for in decimal quantities, 5, 10 and multiples thereof.

20. The service for which forms are required should be distinctly stated on the requisition—whether for Excise, Electric Light, Cullers, W. & M., Gas or other service.

21. The requisitions must be numbered consecutively, *not in duplicate*, but the respective Forms No. 2 and No. 27*a* must bear a separate series of consecutive numbers.

22. All books and forms requiring to be made to order, should be asked for at least one month before they are needed. All requisitions for such forms should be accompanied by sample sheets of the forms required, and, in case of books, the binding should be described and an impression of the lettering required on the back or side should be sent.

23. Receipts for supplies must be promptly returned to the Department as soon as the full contents of them can be acknowledged; but in case of delay or non-receipt of any article, the Department should be notified by memo., and the receipt should not be signed till the full acknowledgment can be given, when the date of receipt of delayed articles should be stated. In acknowledging numbered forms the numbers should be quoted.

24. Collectors will consult their own interests by taking care to enter the titles of all new forms that may be issued from time to time on the blank pages provided for that purpose in the List of Forms as soon as the forms are received, or their titles published.

25. In asking for roller cancellation stamps for Tobacco and Cigars the following formula should be used, for the sake of uniformity; quote factory number or warehouse letter, Division number and name of applicant—thus :—

1.30. Tobacco Factory roller for J. E. Tuckett.

2.28. Cigar Factory roller for S. Myers.

A. 17. Tobacco Warehouse roller for D. C. Brosseau.

A. 17. Cigar do do do

30 TOBACCO { General Excise Warehouse Roller

30 CIGARS { for the Division of (*Hamilton*).

If required for Customs use, the Port should be named thus :—

Customs, Tobacco, Weymouth, N.S.

Customs, Cigars, Woodstock, N.B.

26. The names of new applicants must be registered at Department before the roller is supplied. When through ordinary wear and tear new rubber bands or repairs are required, a new roller stamp complete will be supplied on requisition on receipt of which the roller stamp will be returned to the Department. Roller stamps should be kept *clean* as per instructions at the end of the Tobacco Regulations, G. 255.

27. Parcels should be opened as soon as received and the items checked thus ✓ in fourth column on stub of requisition book, and on receipt form, before signing receipt, and the date should be given on receipt of delayed items.

28. Strict attention to details is necessary in making requisition, so that in case of the temporary absence of the clerk in charge, they may be dealt with by a person less familiar with that work.

OTTAWA, April, 1896.

GENERAL CIRCULAR.
CORRESPONDENCE.

G. 335.

INLAND REVENUE DEPARTMENT,

OTTAWA, December 5th, 1890.

In addressing the Department reference should be had to the 13th Sec. of Art. 4 of "General Regulations of 1890," (G. 310, page 4) as to official correspondence, which must be strictly adhered to.

13. "All official correspondence must be addressed to the COMMISSIONER OF INLAND REVENUE. It is *not necessary*, nor is it desirable, *to use the name of the officer or clerk* to whose branch the letter or memorandum may be supposed to refer."



Commissioner I. R.

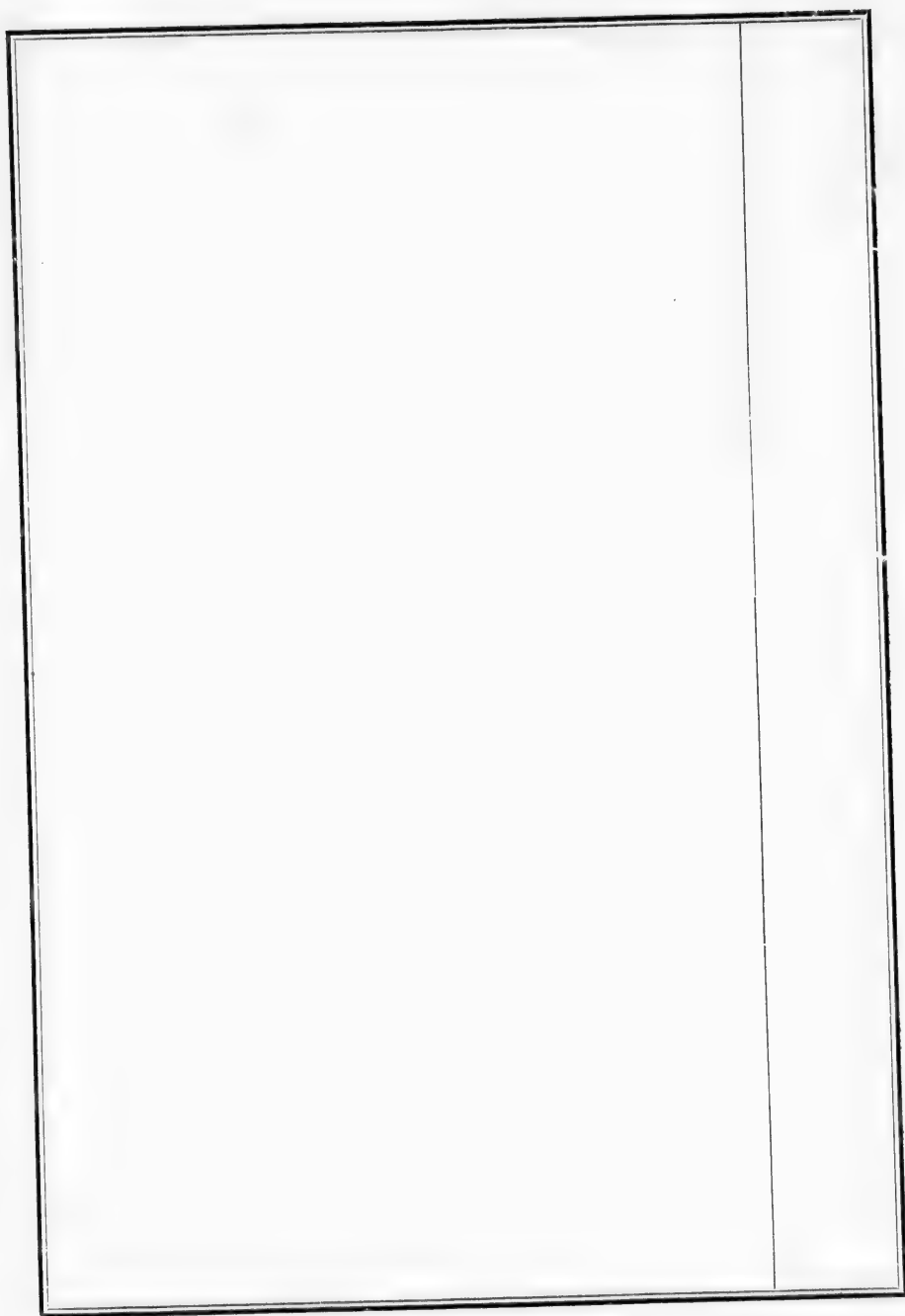
MISCELLANEOUS.

No.		In packages of
1.	List of Blank Forms, Books, &c.— <i>Pamphlet.</i>	
2.	Requisition for Blank Forms, &c.— <i>Book.</i>	
2b.	Receipt Supplies.— <i>Issued with parcels.</i>	
3.	Advice Note of Deposits in Bank.— <i>Consecutively numbered.</i>	100
4.	Reports of Seizures.	50
5a.	Merchant's Requisition for Tobacco Stamps.	250
5b.	Manufacturer's " " " " Foreign Leaf.	250
5c.	" " " " Canadian Leaf.	250
5d.	" " " " Cigar " Foreign Leaf.	250
5e.	" " " " " Canadian Leaf.	100
6.	Requisition for Permit to Remove Spirits.	250
7.	Collector's permission requested.	250
8.	Monthly Pay list.— <i>in Books consecutively numbered.</i>	—
9.	Labels for parcels.	100
10.	Appointment of Attorney.	50
11.	Contingent Account,— <i>supplemented by</i>	25
11b.	Subsidiary Contingent Account <i>for subordinate officers,</i> <i>2 sizes, long and short forms, and</i>	25
11c.	Bill of Contingencies, " "	25
12.	Notice of last Number for Month.	25
13.	Acknowledgment of Official Cheque,— <i>supplemented by</i>	25
13b.	Acknowledgment of Cheque for salary, <i>for officers too</i> <i>distant to sign the Pay list.</i>	50
14.	Certificate of No Change in Premises.	25
15.	Description of Premises to accompany Application for License.	50
16.	Description of Vessels and Utensils in and about Excise Establishments.	50
17.	Inventory of Furniture, &c.	5
18.	Notice of Discrepancy, Spirits.	100
19.	Certificate, weight of " "	100
20.	Surveying Officer's Certificate of Examination of Pre- mises.	25
21a.	Requisition ; for Law Stamps.	25
21b.	Receipt ; " "	—
22.	Oath of Office.	25
23.	Labels for Vinegar Samples.	100
24.	Requisition for Permit to transfer Leaf Tobacco.	100
25.	Tags : for packages of Leaf Tobacco.	Box 500
26.	Inspector's Certificate ; Canadian Petroleum.	Book of 100.
26.	" " Imported Petroleum.	Book of 100.
27a.	Requisitions for Stamps.	Book of 50.
27b.	Receipts for " <i>issued with each parcel.</i>	—
28.	Customs Certificate : Weight of Imported Raw Leaf.	250
29.	Requisition for Petroleum Removal Permit.	100

			<i>Packages</i>
No.	30.	Advice of Shipment of Fusel Oil.	25
"	31.	" " Malt.	25
"	32.	Invoice : Methylated Spirits.	—
"	33.	Formula to accompany Bond A5 and application B5.	25
"	34.	Conduct Report.	25
"	35.	Medical Certificates.	10
"	36.	Methylated Spirits ; Barrels account, (for Ottawa only).	
"	37.	Departmental Entry Files, with hinge, buckle, strap and lace.	10

A.—BONDS.

				<i>In packages of</i>
A.	1.	Distiller's License Bond, <i>in Black.</i>		
"	2.	Brewer's	do do	
"	3.	Maltster's	do do	
"	4.	Tobacco Mfrs.	do do	
"	5.	Bonded	do do do	
"	6.	Compounder's	do do	
"	7.	Cigar Mfrs.	do do	25
"	8.	Permit Bond : Tobacco for Florist's use, <i>in Black.</i>		10
"	9.	do	Methylated Spirits do	25
"	10.	License Bond : Malt Vinegar Brewer do		—
"	11.	do	Chemical Still do	—
"	12.	do	Excise Bonding Warehouses, <i>in Red.</i>	25
"	13.	Bond for Ship's Stores, Duty Free.		25
"	14.	Transfer Bonds, General, <i>in Red.</i>		50
"	15.	Removal	do do do	100
"	16.	Export	do do do	100
"	17.			
"	18.			
"	19.			
"	20.	Officer's <i>individual</i> Security Bond.		
"	21.	W. and M. Inspector's Bond.		
"	22.			
"	23.	Gas	do do	
"	24.	Staples	do do	



B.—APPLICATION FOR LICENSES.

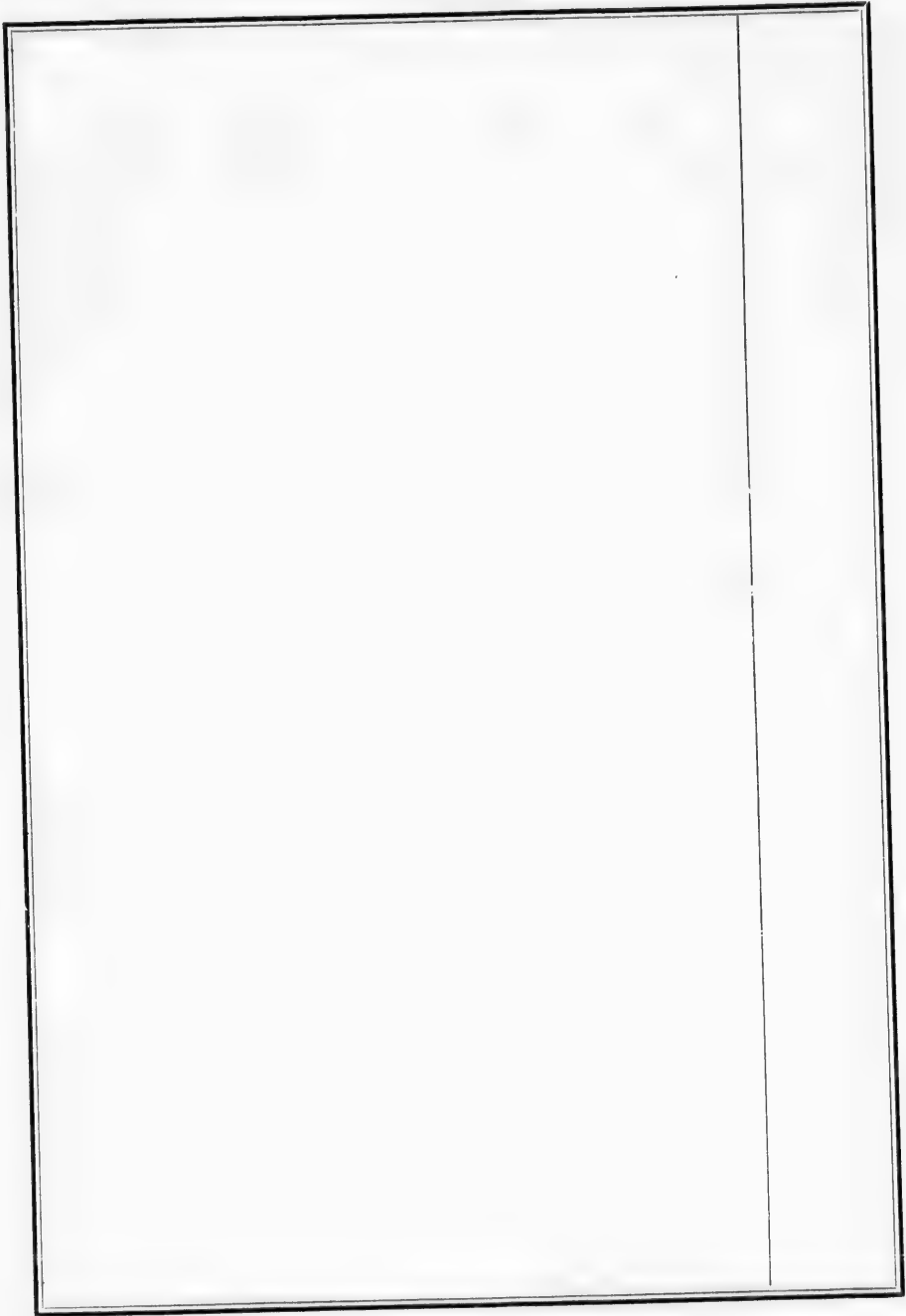
				<i>In packages of</i>
B.	1.	Application for License	Bb. 1, 2, 3 or 16.	25
"	4.	do	do Bb. 4.	10
"	5.	do	do Bb. 5 and 10.	25
"	6.	do	do Bb. 6, <i>English & French.</i>	25E. 100F.
"	7.	do	do Bb. 7.	25
"	8.	do	do Bb. 8.	25
"	9.	do	do Bb. 9.	25
"	11.	do	do Bb. 11.	25
"	12.	do	do Bb. 12.	10
"	13.	do	do Transfer.	25
"	14.	do	do Bb. 14.	25
"	15.	do	do Bb. 15.	25
"	17.	do	do Bb. 17, Electric Light.	25

Bb.—LICENSES.

			<i>Numbered in Books of</i>
Bb.	1.	Distiller's License.	10
"	2.	Brewer's do	10
"	3.	Maltster's do	10
"	4.	Tobacco Manufacturer's License.	10
"	5.	Bonded do do	10
"	6.	Tobacco Cultivator's License to Manufacture Canada Twist.	10
"	7.	Cigar Manufacturer's License.	10
"	8.	Naptha License.	50
"	9.	Permit for Tobacco Cutting Machine.	25
"	10.	Compounder's License.	10
"	11.	Bonding Warehouse License.	10
"	12.	License for a Chemical Still.	10
"	13.	Florist's Permit for Tobacco Stems.	10
"	14.	Permit to have Methylated Spirits in possession.	100
"	15.	do for removal of Malt.	25
"	17.	Certificate of Registration, Electric Light.	25

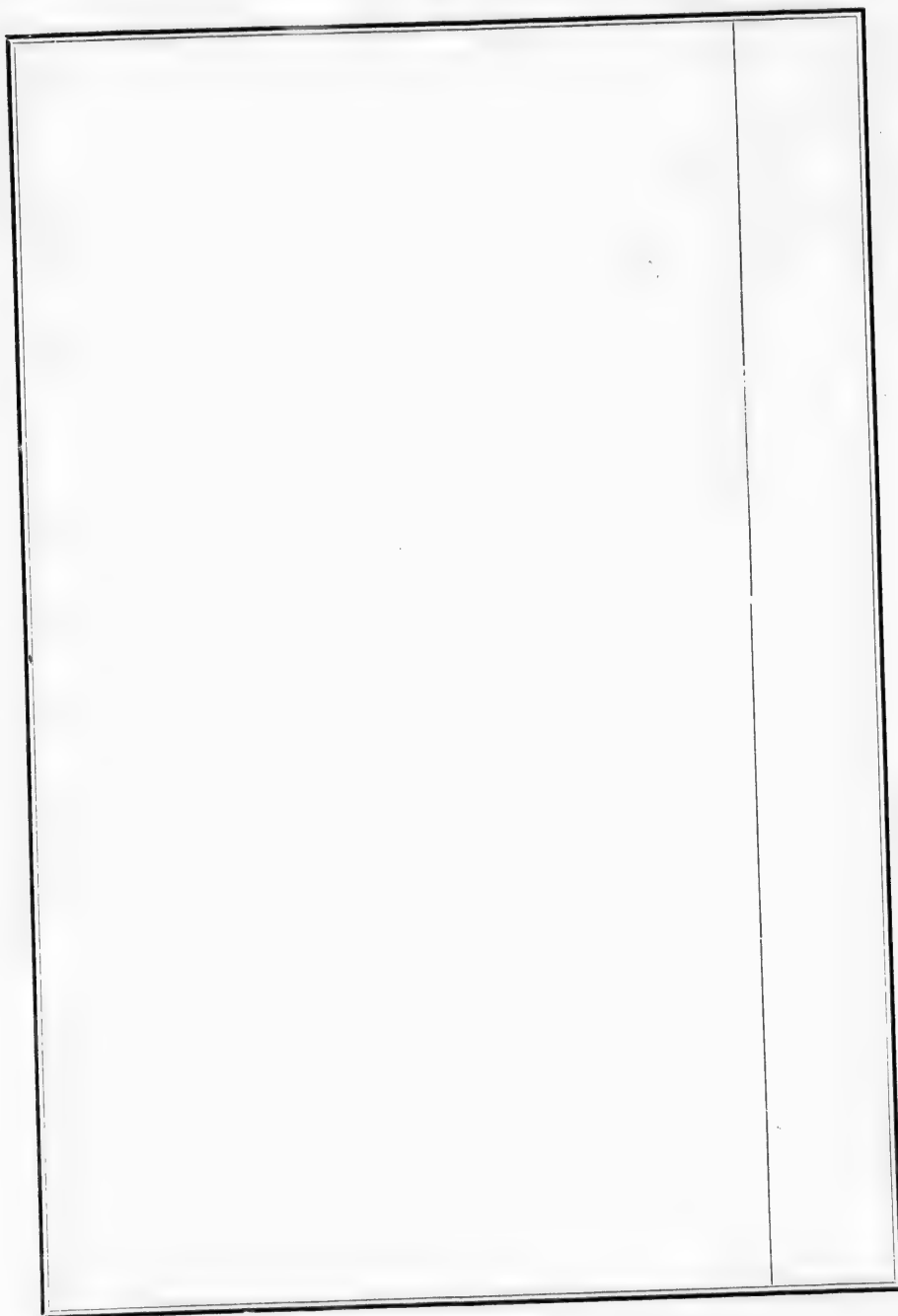
C.—NOTICES.

			<i>Packages</i>
C.	1.	Notice of Seizure.	25
"	2.	do to Re-work Tobacco.	50
"	3.	do to Break up Cull Cigars.	25
"	4.	do to Claim Rebate on Tobacco re-worked.	50
"	5.	do to Export Beer.	100
"	6.	do to Claim Drawback on Beer.	100
"	7.	do to Cancel Expiring Bond.	100
"	8.	do Special Caution: Tobacco and Cigars Seized.	100
"	9.	do to Claim Drawback, 5 p. c. on Tobacco Stamps.	25
"	10.	do to " Refund, 5 p. c. on Malt.	25
"	11.	do to " Drawback, 2 p. c. on Cut Tobacco.	25



D.—ENTRY PAPERS.

		<i>In packages of</i>
D.	1. Spirits for W. H.,	<i>Red.</i> 250
"	2. Malt do	do 250
"	3. Tobacco do	do 250
"	4. Spirits for Duty Ex. W. H.,	<i>Black.</i> 250
"	5. Malt do	do 250
"	6. Tobacco do do	do 250
"	7. Tobacco for Removal Ex. W. H.,	<i>Red.</i> 250
"	8. Malt do do	do 100
"	9. Spirits do do	do 250
"	10. Raw Tobacco Removal,	<i>Blue.</i> 100
"	11. Revenue not included in other Entries,	<i>Black.</i> 250
"	12. Return of Sales of Canada Twist Labels,	do 100
"	13. Malt Removal Certificate,	do 100
"	14. Spirits used in Bonded Manufactory,	do 100
"	15. Tobacco for Re-working,	<i>Red.</i> 100
"	16. Special form of Register of Fermentation for Distillers, <i>To be used in connection with K. 14,</i>	<i>Black.</i> 25
"	17. Malt Liquor for Exportation,	<i>Red.</i> 100
"	18. Transfer or sale of Goods in Bond,	do 100
"	19. Cigars for W. H.,	do 250
"	20. do Duty Ex. W. H.,	<i>Black.</i> 250
"	21. do Removal,	<i>Red.</i> 250
"	22. Vinegar for W. H.,	do 100
"	23. do Duty,	<i>Black.</i> 100
"	24. Spirits : Free. Allowance for maturing,	<i>Blue.</i> 250
"	25. Methylated Spirits Entry,	<i>Black.</i> 100
"	26. Cigarettes for W. H.,	<i>Red.</i> 250
"	27. do Duty,	<i>Black.</i> 250
"	28. For Export Ex. W. H.,	<i>Red.</i> 100
"	29. Inspection of Petroleum and Naphtha,	<i>Black.</i> 100
	Forms D. 7, 8, 9, are no longer to be used for Exports.	



E. large : e. small.—OFFICIAL ENVELOPES.

NOTE.—No other Envelopes to be substituted for those issued by the Department.

*In bands
of 25 and
boxes of
250 or 500.*

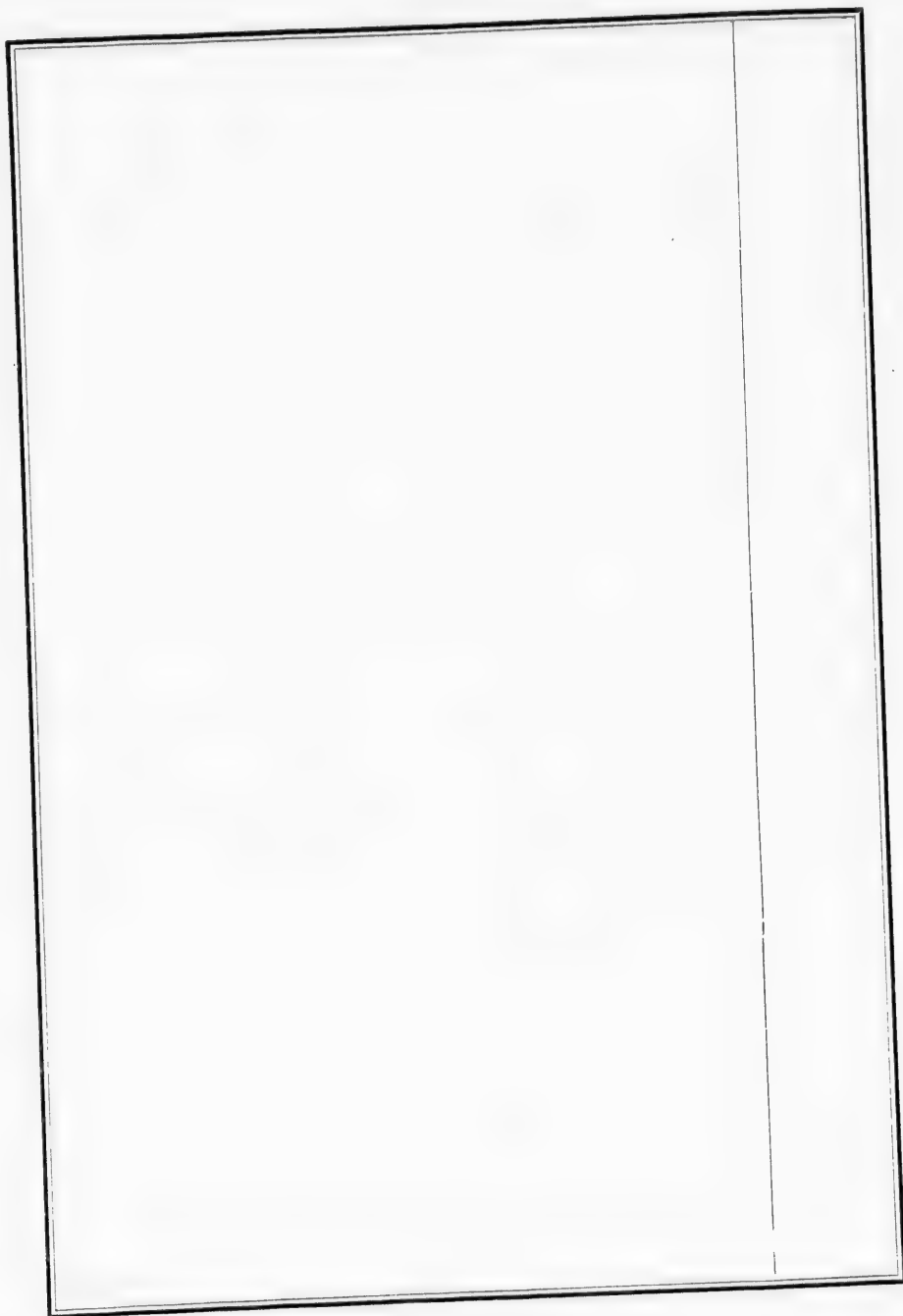
- E.** 1. For Inland Revenue Papers and Returns ; *white, cap and larger. Also, extra large for "F 3," "D 16," &c.*
- E.** 2., **e.** 2. To Commissioner I.R. Correspondence ; *white, 3 sizes.*
- E.** 3. For Deposits and Advice Notes, and for form 13. Excise, *manilla, 4 $\frac{3}{4}$ in. by 7 $\frac{1}{4}$ in.*
- e.** 3. do do do Cullers, *pink, note.*
- e.** 3. do do do W. & M., *blue, do*
- e.** 3. do do do Gas, *yellow,*
- E.** 4., **e.** 4. To Collector of Inland Revenue ; *amber, 3 sizes.*
- E.** 5. For Staples Inspection Returns only ; *buff, cap.*
- E.** 6. For Gas Returns ; *yellow, foolscap.*
- E.** 6. For W. & M., Returns ; *blue, cap.*
- e.** 6. For Clerk of Supplies ; *blue, note.*
- E.** 7. For "O. 6," W. & M. ; *manilla large.*
- E.** 8., **e.** 8. To District Inspector of Inld. Rev. ; *manilla, 2 sizes.*
- E.** 8., **e.** 8. To Chief Inspector of Distilleries ; *blue, 2 sizes.*
- E.** 9., **e.** 9. To Inspector W. & M. ; *manilla 3 sizes, one for O6.*
- E.** 9., **e.** 9. To Inspectors of Fish ; *amber, 2 sizes.*
- E.** 10. A large envelope for Public Analyst's Returns.
- E.** 11., **e.** 11. To "Assistant Inspector W. & M. . *buff, 2 sizes.*
- E.** 12., **e.** 12. "To the Public ;" *manilla, 2 sizes.*
- E.** 13. To Stamp Clerk, for Form G. 12 ; *buff, foolscap.*
- e.** 13. For Stamp Clerk ; *buff note.*
- E.** 14. For mailing Pay-lists to Dept., *amber foolscap.*

 Particular attention should be paid to the correct use of Envelopes in mailing papers as per instructions.

F.—MONTHLY RETURNS.

*In
packages
of 100*

- F.** 1. Distiller.
- " 1 b. Distiller's Bottling Returns. 25
- " 1 c. Distillery Officer's Monthly. 25
- " 2. Maltster. 100
- " 3. Tobacco Manufacturer. 100
- " 4. Cigar do 100
- " 5. Brewer. 100
- " 6. Petroleum Inspection. 50
- " 6 b. Petroleum Inspection from Daily Record, Ko 44. 25
- " 7. Bonded Manufacturer ;—*for articles other than Vinegar.* 50
- " 7 b. do do For Vinegar. 20
- " 7 c. do do For Extracts, Perfume, &c. 25
- " 8. Malt Vinegar Brewer's Monthly 25



G.—OTHER RETURNS.

	<i>In packages of</i>
G. 1. Exhibit of Sureties.	10
" 2. General Monthly Return.	50
" 3. Balance sheet from Ledgers.	100
" 4. Seizures, Sales, &c., Monthly Return.	25
" 5. General Quarterly Return.	25
" 5 b. Quarterly Return : Grain used Malt made.	25
" 5 c. do Malt, &c., used and Beer made.	25
" 6. Return of Ships' Stores free.	25
" 7. Distillers' Yearly Stock Statement.	25
" 8. Tobacco Manufacturers' Stock Statement.	25
" 9. Maltsters' Yearly do do	25
" 10. Locks, Seals, &c., do do	25
" 10 b. Instruments, Apparatus, etc., do	25
" 11. Bonded Manufacturer's Stock Statement.	10
" 11 b. do do Quarterly. do	10
" 12. Monthly Return, Tobacco Stamps, &c.	25
" 13. Inspector's Warehouse Stock Statement.	50
" 14. Return of Comparative Tests of Vinegar.	25
" 15. Cigar Manufacturer's Stock Statement.	25
" 16. Quarterly Return, Uncancelled Export Bond.	25
" 17. Monthly Return, Tobacco Stems.	25
" 18. Annual Statement of Bottling Labels.	5
" 19. District Inspector's Quarterly Return of Bonded Manufactures.	25
" 20. Monthly Returns from Methylated Spirits W. H. (Ottawa only.)	
" 20 b. Monthly Returns of Methylated Spirits, Sales (Ottawa only).	
" 21. Quarterly Returns : Petroleum in Tank cars.	25

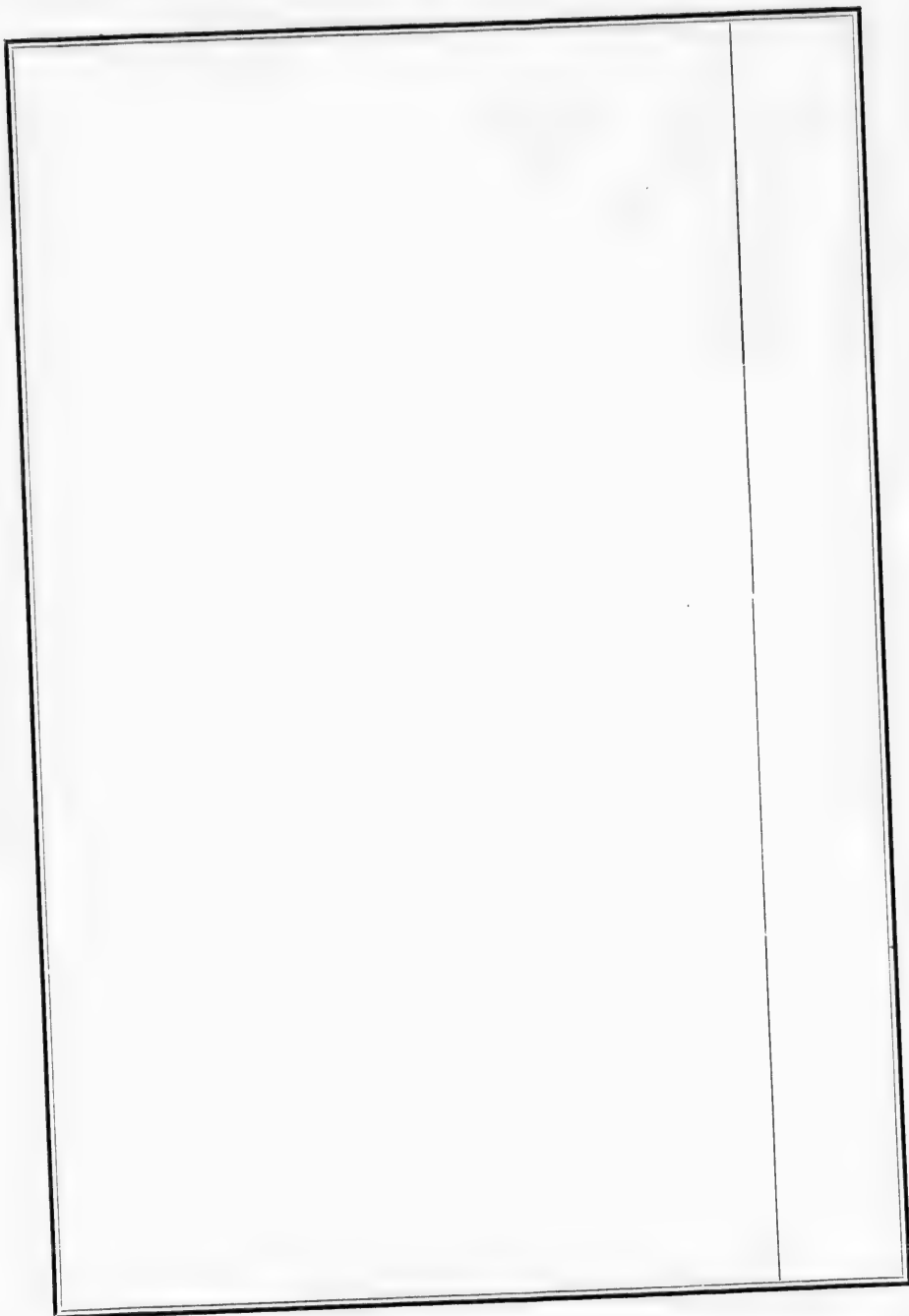
H.—WARRANTS.

	<i>In packages of</i>
H. 1. To Receive Goods into Excise W. H.	
" 2. To Collector of Customs :—Receive and Export Goods.	250
" 3. To Deliver Goods ex-Excise W. H. <i>long or short form.</i>	
" 4. To Transfer Goods from Customs to Excise W. H.	

I.—ANNUAL INVENTORIES.

	<i>In packages of</i>
I. 1. Distillers.	
" 2. Maltsters.	
" 3. Tobacco Manufacturers.	
" 4. Cigar do	25
" 5. Bonded do	

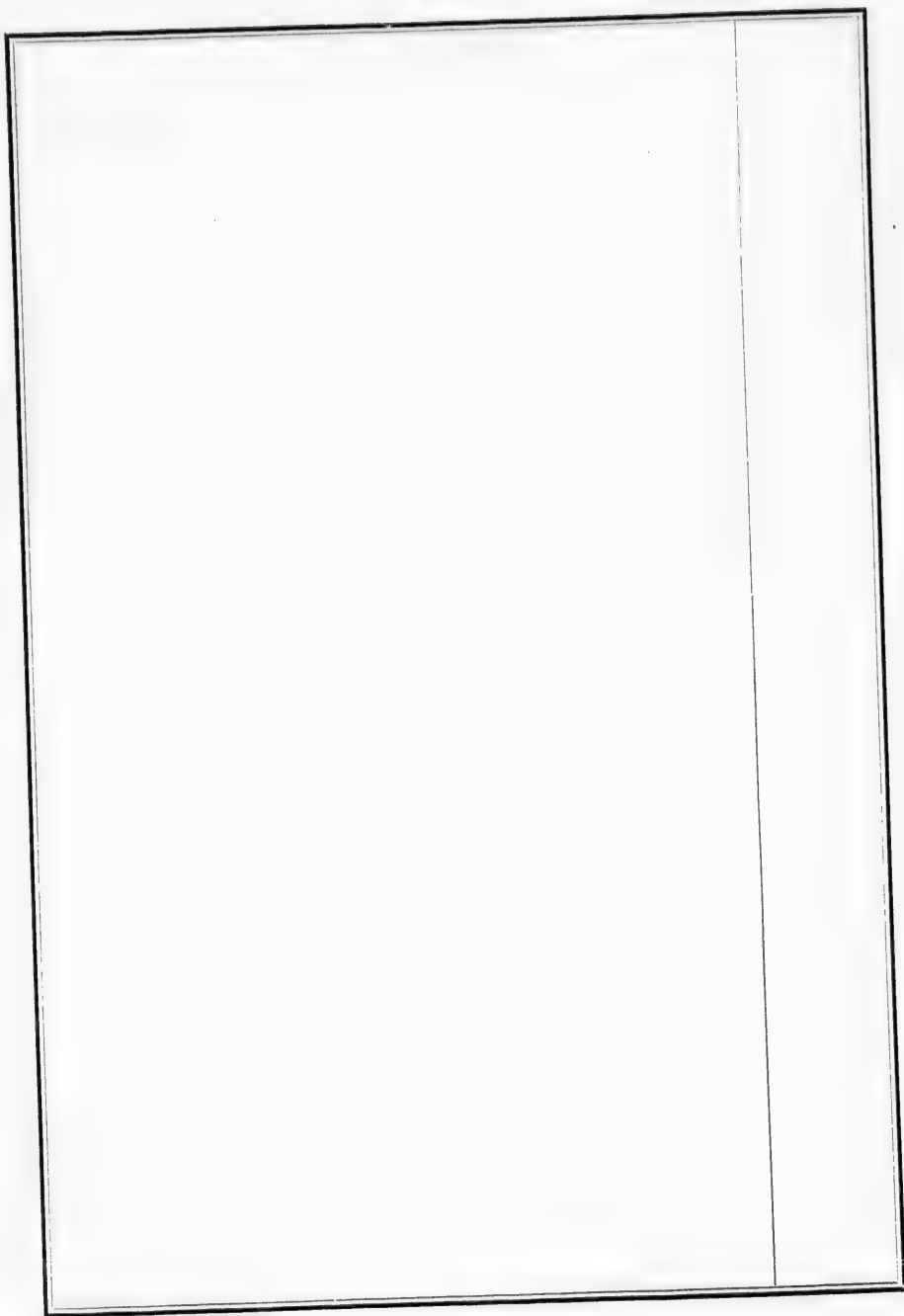
J.**J.**



K.—BOOKS.

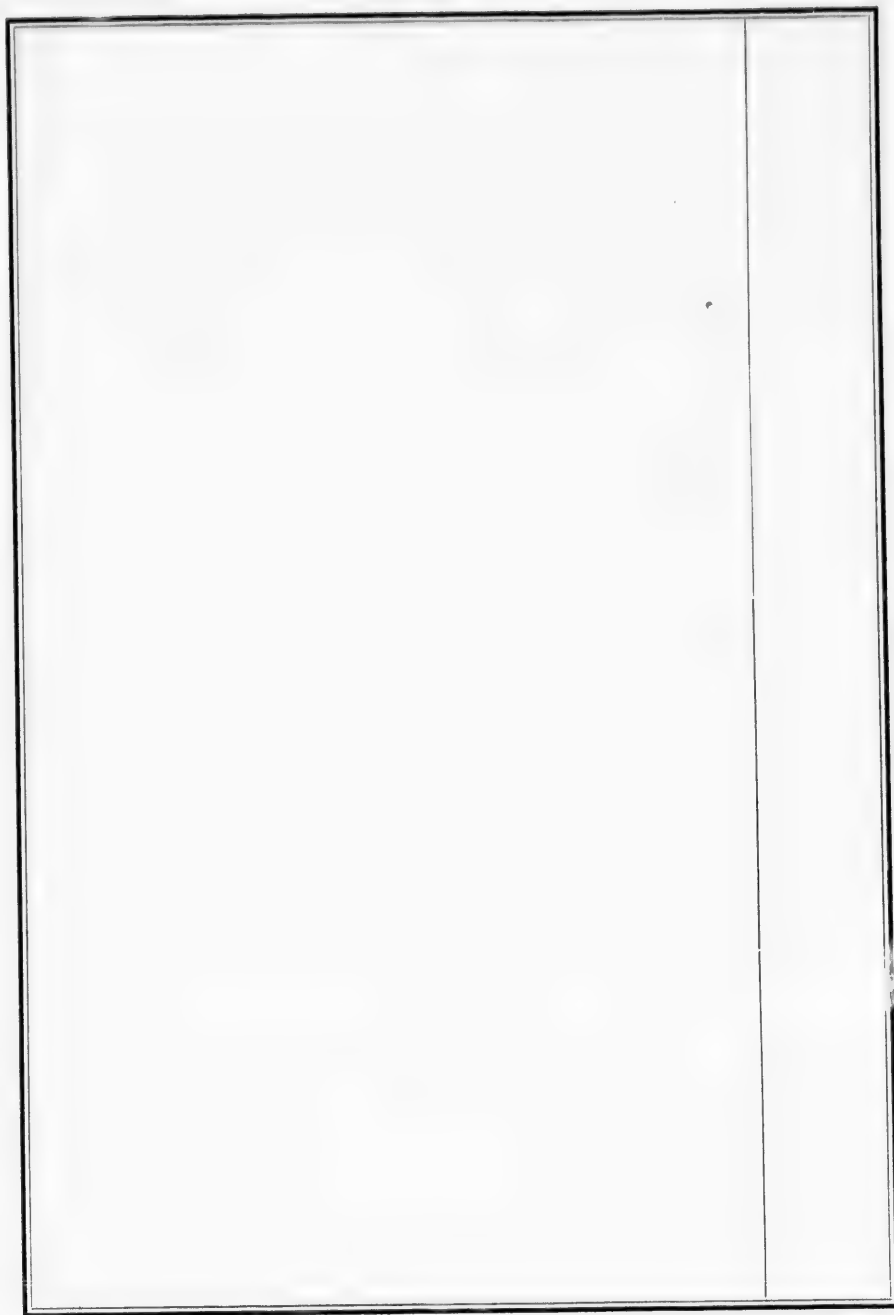
			<i>Pages or folios.</i>
K.	1. Cash Book—Revenue * various sizes.	50, 100,	150, 200 300
"	2. <i>Official Dairy.</i> †		200 pp.
"	2b. A. & B.—Distillery Officer's Attendance Book.		100 "
"	3. Record of Permits.		100 "
"	3b. Record of Bonded Removal Permit Stamps.		100 fo.
"	4. <i>Permit to Remove Spirits.</i> †	<i>numbered.</i>	250 forms.
"	5. Abstract Register for Distillers.		50 fo.
"	6. Record of Removal of Spirits in Bond.		200 pp.
"	7. Warehouse Ledger of Spirits.		50 to 300 fo.
"	8a. Distillers Mash Book.		100 fo.
"	8b. Supplementary Mash Book.		100 fo.
"	9. Distiller's Register of Fermentations.		100 pp.
"	10a. <i>Order for Delivery of Excised Goods ex. W. H.</i> <i>numbered.</i>		100 forms.
"	10b. <i>Certificate of</i> " do do do do		100 "
"	11. Distillery Warehouse Index.		100 fo.
"	12. <i>Lock Labels.</i> †	<i>numbered.</i>	200 duplicate
"	13. <i>Seal Lock Labels.</i> †	do	forms.
"	14. Distiller's Register of Fermentation (Special Form). <i>for those who produce Clear Wort or Distil from Molasses.</i>		100 fo.
"	15. Register of Goods Transferred in Bond or Solid.		100 "
"	16a. Abstract Register of Tobacco Mfrs. Monthly Returns		50 dble. fo.
"	16b. Abstract Register, Canadian Tobacco Mfrs. Monthly Returns.		25 fo.
"	16c. Abstract Register, Cigar Manufacturer's Monthly Returns.		50 & 100 fo
"	17a. Tobacco Mfrs. Daily Record.		100 fo.
"	17b. Cigar do do	12, 25,	50, 100 fo.
"	17c. Record of Daily Production and Disposal of Tobacco.		50 & 100 fo.
"	17d. Tobacco Mfrs. Daily Record, where Cigarettes are made		100 fo.
"	18a. W. House Ledger, Tobacco.		50 to 300 fo.
"	18b. Do do Raw Leaf Scraps, &c.		100 fo.
"	18a. Do do Cigars.		50 to 300 fo.
"	19. Record of Removal of Tobacco in Bond.		200 pp.
"	20a. Distiller's Stock Book No. 1, Grain.	50,	100, 200 fo.
"	20b. Do do No. 2, Spirits.		100 fo.
"	20c. Distiller's Bottling Stock Book. <i>Supp'ty. to No. 2.</i>		100 "
"	20d. Distillery Officer's Bottling Stock Book.		100 "
"	20e. " B. W. H. Account No. 1, Unrectified and Non- potable Spirits.		100 "
"	20f. Distillery Maturing W. H. Account No. 2, Rectified Spirits.		100 "
"	20g. " General Shipping W. H. Account No. 3, Duty- paid Spirits.		100 "
"	20h. " Spirits, Reducing Ledger.		100 "
"	21a. Record of Tobacco Stamps, General.	100,	200 & 300 fo.
"	21b. Do do do Issued to Mfrs.		100 & 200 fo.
"	21c. Do Coupon do do		100 & 200 fo.
"	21d. Do Cigar do General.	50,	100 200 fo.
"	21e. Do do do Issued to Mfrs.		100 & 200 pp
"	22. Maltster's Daily Record.		100 fo.
"	23. Maltster's Notice Book.		100 fo.

* NOTE.—In ordering from the above list be careful to quote correctly the designating letter and number of the Book, and indicate the number of pages or folios required as per margin.
† These are numbered Books issued in consecutive Series.



Books, *Continued.*

	<i>Pages or folios.</i>
K. 24. Record of Removal of Malt in Bond.	380 pp.
" 25. Malt Vinegar Brewer's Daily Record.	100 fo.
" 26. Triplicate Receipts for Banks Receiving Inland Revenue Deposits,	100 forms.
" 27. Requisition No. Book and Record of Goodsex. Manufactory.	200 pp. Que.
" 28. District Inspector's Register of Contingent Accounts.	100 fo.
" 29a. Maltster's Grain Stock Book.	100 "
" 29b. Malt Stock Book.	100 "
" 30. Malt Warehouse Book.	100 "
" 31. License Register.	50 to 200 "
" 32. Record of Transactions in Spirits.	200 to 400 pp.
" 33a. Distillery Officer's W. H. Ledger No. 1, W. H. Unrectified and Rectified, but non-potable Spirits.	100 fo.
" 33b. Distillery Officers W. H. Ledger No. 2, Maturing W. H. Rectified Spirits.	100 "
" 34. Distiller's Bottling Daily Record.	100 "
" 35. Distiller's Notice Book.	100 "
" 36. Cash Book—Expenditure.	50 & 100 "
" 37. Record of Vinegar Tests.	100 "
" 38. Inspector's Warehouse Balance Book.	100 p.
" 39. Abstract Register Bonded Mfrs. Monthly Returns.	31 fo.
" 40. Brewer's Malt Stock Book.	100 "
" 41a. Tobacco Mfrs. Stock Book No. 1, Raw Leaf.	50 & 100 fo.
" 41b. do do No. 2, Manufactured Tobacco.	50 & 100 "
" 41bb. Tobacco Mfrs. Stock Book, No. 2, Maximum Duty.	50 & 100 "
" 41c. Cigar Mfrs. Stock Book No. 1, Raw Leaf.	12, 24, 50, 100 "
" 41d. do do No. 2, Manufactured Cigars.	12, 24, 50, 100 "
" 41e. Tobacco Mfrs. Stock Book No. 2, where Cigarettes are made.	100 "
" 42. Brewer's Mash Book.	100 "
" 43. Register of Seizures, in various sizes. Long 50 & 100 pp., Quarto	25 & 50 p.
" 44. Petroleum Refiner's Daily Record of Inspection.	100 pp.
" 45. Abstract Register of Brewer's Monthly Returns.	150 "
" 46C. Canadian, Petroleum Inspection Register.	100 & 200 fo.
" " I. Imported, do do do	100 & 200 "
" 47. Entry Number Book and Journal.	50 to 300 "
" 48. Abstract Register of Maltster's Monthly Returns.	50 "
" 49a. Warehouseman's Raw Leaf Book.	50 & 100 "
" 49b. Tobacco Factory do Daily Record.	50 & 100 "
" 49c. Cigar do do do	12 to 300 "
" 50. Register of Removal Bonds.	100 pp.
" 51. Reference Book for Correspondence (<i>for all services.</i>)	50 & 100 fo.
" 52. Record of Export Bonds.	100 "
" 53. Bottling Labels Account of Spirits Exported in Cases.	100 "
" 54. Distillery Officer's Monthly Record of Balances in W. H.	150 "
" 55. Original Record of Spirits weighed at Closed Receivers.	50 "
" 56. Spirits: Tank weighing Book.	100 "
" 57. do Dumping Blotter.	100 "
" 58. do Tank Books.	200 pp.
" 59. do Weighing Book, <i>outward.</i>	200 "



BOOKS, *Continued.*

K. 60.	Spirits: re-weighed and Tested.		100 fo.
" 60 b.	Tobacco do do		200 pp.
" 61.	Excise Officer's Pocket Book.—Weighing Spirits, &c. *		100 "
" 62.	Grain Weighing Book.		100 fo.
" 63.	Bonded Manufacturer's Daily Record.—Vinegar.		100 "
" 63 b.	do do Extracts, Per-		100 "
	fumes, &c.		100 "
" 64.	Bonded Manufacturer's Stock Book, No. 1, Materials used.		100 "
" 64 b.	do do 1, Extracts, Per-		100 "
	fumes, &c.		100 "
" 65.	Bonded Manufacturer's Stock Book No. 2, Manufactured Vinegar.		100 "
" 66.	Distribution Book.—Tobacco Circulars.		100 pp.
" 67.			
" 68.			
" 69.	Record of Sureties.		24 fo.
" 70.	Petroleum Removal Permit. †	numbered	100 forms
" 70 b.	Receipts for Petroleum in Tank Cars. †	do	100 "

* With or without cover.

L.—ELECTRIC LIGHT INSPECTION.

Heavy figures indicate books.

L.	1. Day Book and Cash Book.	<i>Foolscap</i>	50 folios.
"	2. Monthly Return of Stamps and Collections.	<i>In bands</i>	of 25
"	3. do Revenue accrued.	<i>do</i>	" 25
"	4. Advice Notes, consecutively numbered.	<i>do</i>	" 50
"	5. Monthly Return of Meter Inspection.	<i>do</i>	" 25
"	6. do Light and Voltage Inspection.	<i>do</i>	" 25
"	7. Certificates of Meter Tests.	<i>Numbered in books</i>	" 100
"	8. do Light, Voltage, &c.	<i>do</i>	" 100
"	9. Annual Return of Meters in use.	<i>In bands</i>	" 10
"	10. Meter Register.	<i>Books of</i>	50, 100, 200 fos.
"	11. Stamp Account.	<i>do</i>	50 folios.
"	12. Testing Room Register.	<i>do</i>	50 "
"	18. Presence of Users of Meters when retesting, 13.4.613		
"	18 1/2. Electric Light Cos' to register within 30 days 12.6.617		
"	19. Prince Edward Island made a district		

See B. 17 and Bb. 17, page 11, and Stamps page 34.

Envelopes, same as those used in the Gas Inspection Service. Page 30.

M.—CULLER'S FORMS.

These Forms are not kept in Stock. Requisitions made in Quebec should include the requirements of the other offices. *See Instructions, Sec. 22.*

The expression $\frac{n}{2}$ indicates a half sheet of Form a.

Forms.

- M.** 1. Monthly Return of Lumber Culled, &c.
 “ 2. Monthly Return of Moneys Collected.
 “ 3. Statement of Cash Deposited, Monthly.
 “ 4. Pay Sheet, Cullers.
 “ 5. Pay lists of Office Clerks, &c.
 Form No. 11, General Contingent Account, *is now used instead of old Form M. 6.*
 “ 6. Superannuated Cullers' Declaration.
 “ 7. Statement of Outstanding Accounts.
 “ 8. Culler's Expenditure.
 “ 11a. Sheets, } Specification Paper ; Sq. Timber Measured
 “ 11 $\frac{a}{2}$. Half Sheets. } off.
 “ 11b. Sheets, } Specification Paper ; Sq. Timber Measured
 “ 11 $\frac{b}{2}$. Half Sheets. } and Culled.
 “ 11c. do } Specification Paper ; do Continuation of
 Raft.
 “ 12. Special Power of Attorney.
 “ 13. Specification Paper ; Staves.
 “ 14a. Accounts, Measuring and Culling.
 “ 14b. do Measuring.
 “ 15a. Specification Paper ; Lathwood, Measured and Culled.
 “ 15b. do do do do Counted off.
 “ 16a. do do Masts and Spars, Measured and Culled.
 “ 16b. do do do do Off.
 “ 17. Monthly Statement, Cullers' Earnings.
 “ 19. Weekly Statement of Timber.
 “ 20. Requisition for a Culler.
 “ 21. Culler's Certificate.
 “ 37. Notices ; Board of Examiners.
 “ 40. Memo. Contents and Average of Raft.

CULLERS' FORMS.—*Continued.*

Books.

- M.** 9. Specification Books—A, Square Timber ; C, Staves ; D, Masts, Spars, &c. ; E, Lathwood, &c.
- “ 10. Statement Book, Square Timber.
- “ 10b. Statement Book, Staves, Masts, Lathwood, &c.
- “ 10c.
- “ 10d. Yearly Statement, Staves.
- “ 18. Pass Books, various sizes.
- “ 22. Tell Tale Book.
- “ 23. Book of Slips ; *blank, perforated.*
- “ 24. Book of Numbers.
- “ 25. Cash Book.
- “ 26. Cash Memorandum Book.
- “ 27. Cheque Book.
- “ 28. Crown Dues Book.
- “ 29. Daily Statement Book.
- “ 30. Journal.
- “ 31. Ledger.
- “ 32. Monthly Account Book.
- “ 33. Order Book.
- “ 34. Register of Requisitions.
- “ 35. do Letters Received.
- “ 36. do Cullers.
- “ 38. Letter Book.
- “ 39. Weekly Statement Book.
- “ 41. Cullers' and Office Fees.

Envelopes, *page 15 for use in this service*,—E. 1, E. 2, e. 2,
e. 3, pink, E. 12, e. 12, E. 14.

N.—INSPECTION RETURNS.**Forms.**

- | | | | |
|-----------|-----|---|----|
| N. | 1. | Return of Flour and Meal Inspected. | |
| " | 2. | Do Wheat and Grain | do |
| " | 3. | Do Beef and Pork | do |
| " | 4. | Do Butter | do |
| " | 5. | Do Fish | do |
| " | 6. | Do Fish Oils | do |
| " | 7. | Do Ashes | do |
| " | 8. | Do Leather and Hides | do |
| " | 9. | Do Appointments and Changes. | |
| " | 10. | District Inspector's Notice of Appointment of Deputies. | |

*In
packages
of
100*

Envelopes, E. 5, *page 15*, are for use in this service.

O.—WEIGHTS AND MEASURES. NEW SERIES.

THE NUMBERS PRINTED IN HEAVY TYPE INDICATE BOOKS.

No.	Title.		
O. 1.	Day Book, Cash Book and Register.		
" 1b.	do do do Portable.		<i>In packages of</i>
" 2.	Ward Lists, <i>Book.</i>		100
" 3.	Notice of Customs Entry.		
" 4a.	Inspector's Stamp Account with Department.		
" 4b.	do do do Assistant. }	<i>Issued in</i>	<i>pairs only.</i>
" 4c.	Assistant's do do Inspector. }		50
" 5.	Monthly Returns.		100
" 6.	Certificates of Inspection, <i>consecutively numbered.</i>	<i>Books of</i>	100
" 6b.	Inspection Certificates, <i>after repairs, in red, numbered</i>		
" 7.			
" 8.	Inspector's Advice of Supplies.	<i>Books of</i>	50
" 9.			
" 10.	Itinerary to accompany Contingent Account.		25
" 11.	Register of Seizures. <i>Book.</i>		25
" 11a.	Seizure Report.		25
" 11b.	Proceeds of Seizures.		25
" 12.	District Inspector's Report from Books.		100
" 13.	Receipts on Contingent Account :	<i>Books of</i>	25
" 14.	District Inspector's Report on Standards.		
" 15.	Assistant Inspector's Advice of Remittance, <i>consecutively numbered.</i>	<i>Issued in</i>	<i>pairs only.</i>
" 16.	Inspector's Receipt for remittance.		100
" 17.	Circulars to Traders, <i>post cards.</i> (Attach 1 cent stamp.)		50
" 18.	Inspector's Advice Note to Dep't., <i>consecutively numbered.</i>		
" 19.	Pass Books; Payments of Inspection Fees deferred.		
" 20a.	Manufacturer's }	Notice of Shipment of Uninspected	
" 20b.	Inspector's }	Articles.	
" 21.	Monthly Diaries, <i>consecutively numbered in pairs.</i>		
A. 21.	W. & M. Inspector's Bond.		25
O. 22.	Revenue Accrued.		

General Forms used in all Branches of the Inland Revenue Service

No. 1.	List of Forms.—Pamphlet.
" 2.	Requisitions for Supplies.
" 2b.	Receipts.
" 8.	Pay-lists.
" 9.	Labels for Parcels.
" 11.	Contingent Account.
" 11b.	Subsidiary Contingent Account for Assistant Inspectors.
" 11c.	Bill of Contingencies.
" 13.	Acknowledgment of Official Cheques.
" 13b.	Acknowledgment of Cheques for Salary.
" 17.	Inventory of Furniture, &c.

No. 22. Oath of Office.

“ **27a.** Requisitions for Stamps, Instruments &c.

“ **27b.** Receipts.

Pay-list Cheques. *See Instructions, Sec. 10.*

G. 1. Exhibit of Sureties.

K. 26. Bank Receipt and Draft Book.

“ **36.** Expenditure Cash Book.

“ **51.** Reference Book for Correspondence.

“ **69.** Record of Sureties.

See page 15 for List of Official Envelopes, of which the following are used in the W. & M. Service, viz :—E. 2 and e. 2, e. 3, E. 6 and e. 6, E. 7, E. 8, and e. 8, E. 9 and e. 9, E. 11 and e. 11, E. 12 and e. 12 ; e. 13 ; E. 14.

See Page 34 for W. & M. Stamps.

P.—GAS INSPECTION.**BOOKS.**

P. 1.	Day Book, Cash Book and Register.	100&200fo.
" 4.	Receipt Books, <i>General</i> .	100 forms.
" 5.	Notification of Test.	100 "
" 6.	Receipts for Meters.	100 "
" 7.	Certificate of Meter Inspection, <i>numbered</i> .	100 "
" 8.	do Illuminating Power of Gas.	100 "
" 9.	do Purity of Gas.	100 "
" 10.	Photometer Experiments.	100 "
" 13a.	Ammonia Test.	100 "
" 13b.	Sulphur Test.	100 "
" 14a.	b. Ammonia and Sulphur Test Labels.	100 each in triplicate.
" 16.	Stamp Account Book.	50 & 100 fo.
P. 17.	Meter Register.	50 to 400 fo.
G. 234.	Pamphlet of Regulations; Inspection of Gas and Gas Meters.	

FORMS.

P. 2	Monthly Returns of Stamps and Collections.	<i>Packages</i> 25
P. 2c.	Monthly Returns of Revenue Accrued.	25
" 3.	Advices Notes, <i>consecutively numbered</i> .	50
" 11.		
" 12a.	Returns of Meters Inspected.	25
" 12b.	do Gas do	25
" 15.	Inventory of Standards.	5
" 18.	Annual Statement of Gas Meters in use.	10

Forms Nos. 2, 8, 9, 11, 13, 17, 22 27a., A. 23 and G. 1, are used in the Gas Service, also the Books named on page 21 & 23, viz:— K. 26, 36, 51, and 69; and Envelopes on page 15, viz:— E. 2 and e. 2, e. 3, E. 6, and e. 6, E. 8, and e. 8, E. 12 and e. 12, e. 13, E. 14.

See page 34 for Gas Inspection Stamps.

Q.—FOOD ANALYSIS.

		<i>Packages</i>
Q.	1. Result of Analysis, <i>in books consecutively numbered.</i>	100 <i>in</i>
"	2. Register of Samples for Analysis. <i>Book.</i>	<i>Book</i>
"	3. Notice of intention to prosecute.	100
"	4. Labels for Samples, <i>in books consecutively numbered.</i>	100
"	5. Analyst's Bill Heads.	25
"	6. Invoice of Food Samples, &c.	25
"	7. Inspector's Tag, Fertilizer's Act.	50 & box 1000
"	8. Chief Analyst's Certificate do	—
"	9. Order for Collection of Samples.	—
"	10. Application for Examination as Analyst.	25
"	11. Notice of Adulteration.	
"	12. Caution Notices, Fertilizers.	

Envelopes, E. 10, *page 15, are for use in this service*

R.—REPORTS, &C.

English and French.

Excise.					<i>Out of Print</i>	1869
Exc. & Canals.						1870
Do	do				<i>do</i>	1871
Do	do					1872
Do	do					1873
		Suppt. I.	Suppt. II.	Suppt. III.		
Do	do	Canals.	W. & M. & Gas,	in three parts.		1874
Do	do	do	do	do		1875
Do	do	do	do	do	Food Analysis.	1876
Exc. & Railways.						1876
Exc. & Canals	do	do	do	do		1877
Do	do	do	do	do		1878
Do	do	do	do	do		1879
Do	do	do	do	do		1880
Do	do	do	do	do	do & Water.	1881
Do	do	do	do	do	do	1882
Do	do	do	do	do	do	1883
Do	do	do	do	do	do	1884
Do	do	do	do	do	do	1885
Do	do	do	do	do	do	1886
Do	do	do	do	do	do	1887
Do	do	do	do	do	do	1888
		Part I.	Part II.	Part III.		
Do	&c.,	do	do	do		1889
Do	do	do	do	do		1890
Do	do	do	do	do		1891
Do	do	do	do	do		1892
Do	do	do	do	do		1893
Do	do	do	do	do		1894
Do	do	do	do	do		1895

S.—STAMPS, &c.

SUPPLIED BY "STAMP CLERK."

LIST OF STAMPS FOR TOBACCO, SNUFF, CIGARS AND CIGARETTES.

For Cigarettes in Packages of 10, 20, 50 and 100.

For Cut Smoking and Out Chewing Tobacco.

Fractional Lbs : $\frac{1}{16}$, $\frac{1}{8}$, $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, $\frac{1}{1}$, $\frac{1}{2}$, $\frac{1}{4}$, $\frac{1}{8}$ and 1 lb.

In postal form not numbered and strip stamps numbered.

5 lbs. For Pails of Fine Cut Chewing.

10	do	do	do
5	For Snuff	"not more than 40 per cent. moisture."	
10	do	do	do
5	do	"over 40 per cent. moisture."	
10	do	do	do
20	do	do	do

*Strips
numbered.*

Cigars. For Boxes containing three, six, ten, twenty-five Cigars.

do	do	fifty	do
do	do	one hundred	do
do	do	two hundred	do

Ditto.

For Boxes containing 500 Imported Manilla Cheroots.

The Yellow Stamp for Sample Box containing twenty-five Cigars will bear an overprint of "F" for Foreign and "C" for Canadian.

COUPON STAMPS.

Fractional Lbs.

1	With seven $\frac{1}{2}$ lb. coupons for pkgs. from	1 to	4 $\frac{1}{2}$ lbs.
5	With nine $\frac{1}{2}$	do	5 to 9 $\frac{1}{2}$ lbs.
10	do $\frac{1}{2}$	do	10 to 14 $\frac{1}{2}$ lbs.
15	do $\frac{1}{2}$	do	15 to 19 $\frac{1}{2}$ lbs.
20	With ten $\frac{1}{2}$	do	20 to 25 lbs.
35	do 1	do	35 to 45 lbs.
60	With nine 1	do	60 to 69 lbs.
70	With ten 1	do	70 to 80 lbs.
100	do 1	do	100 to 110 lbs.

*In books
of 250, 500
and 1000
numbered.*

COLOURS.

Black for Product of Foreign Leaf.

Blue for Customs.

Yellow for samples of Cigars.

Red Removal Permits.—Box, Caddy, Snuff, Fine-cut chewing and Cigars.

Numbered.

Green Stamps for Canada Twist, 1 lb., $\frac{1}{2}$ lb., $\frac{1}{4}$ lb.

For Cut Manufactured from Canada Leaf, 1 lb., $\frac{1}{2}$, $\frac{1}{4}$, $\frac{1}{8}$, $\frac{1}{16}$, $\frac{1}{32}$, $\frac{1}{64}$, $\frac{1}{128}$.

" Cigars do do do 3, 6, 10, 25, 50, 100, 200.

*Strips
numbered.*

PETROLEUM INSPECTION STAMPS.

Canadian, *Red.* }
 Imported, *Blue.* } For Cans or Packages of 10 gallons or less.

*In bunches
 of 1,000
 and
 packages
 of 5,000.*

WEIGHTS AND MEASURES INSPECTION STAMPS. *Black.*

Denominations, 1c., 2c., 5c., 10c., 15c., 20c., 30c., 50c., \$1.00, \$1.50, \$2.00. *Numbered*

ELECTRIC LIGHT INSPECTION STAMPS. *Red.*

Denominations, 25c., 50c., \$1.00, \$2.00, \$3.00, \$5.00, \$10.00. *Numbered.*

GAS INSPECTION STAMPS. *Blue.*

Denominations, 25c., 50c., \$1.00, \$1.50, \$2.00, \$3.00, \$4.00, \$10.00. *Numbered.*

LAW STAMPS FOR SUPREME AND EXCHEQUER COURTS. *Blue.*

Denominations, 10c., 20c., 25c., 50c., \$1.00, \$5.00. *Numbered.*

BOTTLING LABELS FOR SPIRITS.

Red, for flasks, twenty cents per hundred.
 Blue, Miniature Labels, twenty cents do
 Blue, for quart bottles, one dollar do
 Green, Jug Labels, do do

*In
 packages
 of 5,000.*

